

# Obion County Board of Education

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|--|---|----------------------------------|---------------------------------|
| Monitoring:<br><b>Review: Annually,<br/>in October</b> | Descriptor Term:<br><b>Private Vehicles</b> | Descriptor Code:<br><b>3.404</b> | Issued Date:<br><b>06/01/05</b> |
|  |   | Rescinds:<br><b>3.404</b>        | Issued:<br><b>05/03/04</b>      |

1 The Board recognizes that certain employees may need to use their private vehicles for school purposes.  
2 With the use of private vehicles, the following policy shall be observed:

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- 4 1. For the use of a private vehicle for school purposes, the employee must have written permission  
5 of the director of schools or his designee and proof of vehicle liability insurance coverage.  
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- 7 2. The school system shall assume no responsibility for liability in case of an accident, unless the  
8 employee has the proper authorization described above.  
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- 10 3. The Board specifically forbids any employee to transport students for school purposes without  
11 prior authorization by the director of schools or his/her designee.  
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- 13 4. No student shall be sent on errands, personal or school-related, in a vehicle owned by the student,  
14 an employee, or the school system without prior parental permission. A signed parental permission  
15 form will be on file in the principal's office. The principal will also call parents for approval before  
16 allowing a student to leave school on the day of the trip. In the event that the principal is unable  
17 to contact the parents the student will not be allowed to go.  
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- 19 5. No employee may ask for or give permission to students to transport other students to and from  
20 any school-related activity without written parental permission and proof of student insurance.  
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22 The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school  
23 purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability  
24 insurance coverage in the form of an insurance certificate issued to the insured indicating limits of at least  
25 \$100,000/300,000/50,000.<sup>1</sup>  
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36 Legal References:

- 37 1. TCA 29-20-403(b)(3); OP Tenn. Atty. Gen. 04-136 (August 24, 2004)  
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